IDAHO SUPREME COURT TECHNOLOGY COMMITTEE
JULY 9, 2012

MEETING MINUTES

Members in attendance:
Hon. Roger Burdick
Hon. Daniel Eismann
Hon. John Melanson
Hon. Molly Huskey
Hon. Eric Wildman
Hon. David Day
Hon. Rick Bollar
Patti Tobias
Steve Kenyon

Kerry Hong
Matt Gustavel
Ron Kerl
Burt Butler
Kristina Glascock
Chris Rich
Cindy Haney
Diana Meyer
Bryan Taylor
Jessica Lorello
John Triplett

Members absent:
Scott McKay
Kimberly Jo Simmons
Sara Thomas

AOC Staff in attendance:
Hon. Barry Wood
Janica Bisharat

Julie Cottrell
Scott Haverfield
Taunya Jones

Consultant:
John Greacen

Justice Systems Inc.:
Ernie Sego
Tessa Rye
Steve Corn

COMMITTEE TASKS:
1) Provide executive direction for the Idaho Courts Information Technology (IT) systems(s);
2) Develop and maintain an Idaho Courts IT strategic plan;
3) Develop and maintain Idaho IT policies, including: applicability of national information technology standards; Idaho IT enterprise architecture; privacy and access; security; and data quality;
4) Make operational decisions concerning the Idaho Courts IT program, such as sequencing and funding of IT projects, selection of IT products and applications for purchase for purchase or development, priority of Idaho Courts for receiving and implementing new or updated IT applications and equipment, IT equipment upgrades and upgrade schedules, and IT education and training.

Commonly Used Acronyms
IT: Information Technology
FCE: FullCourt Enterprise

CMS: Case Management System
CM/ECF: Case Management/Electronic Case Filing – Federal Judiciary's comprehensive case management system
ISTARS: Idaho Statewide Trial Court Automated Records System – Idaho Judiciary's current case management system
JSI: Justice Systems, Incorporated- ISTARS and FCE vendor

I.   **Welcome and Introductions -** *Chief Justice Roger Burdick*
      Chief Justice Burdick welcomed committee members and staff members and thanked them for their service and hard work. Also welcomed Ernie, Tessa and Steve from Justice Systems.   Approval of the minutes of the June 1, 2012 meeting was moved for approval by Judge Day and second by Judge Bollar. Minutes approved.

   1. John Greacen was welcomed back and began by discussing the completed assessment of western states summary of IT staffing and issues. He stated that Idaho has an IT budget of about three fourths of other states and an IT staff that is one third the size of most other western states.
       a)   John can't explain the discrepancy and stated that Idaho is an extreme outlier in the terms of the size of the IT staff.

   2. John Triplett was welcomed as a liaison with the federal courts. John indicated that he had 16 ½ years from Court Services in Lewiston.

   3. Chief Justice Burdick discussed that we have projected numbers and timelines from Ernie Sego. The Court will be reviewing these with our staff and attorneys.

   4. Discussion on the initial GAP analysis.   This is the difference between what we currently have under ISTARS and what we will need under FullCourt.   Staff are working on this and will provide further updates.

   5. Chief Justice Burdick announced that the preliminary job description of the CIO recruitment has been prepared. He also asked any committee members with a background in IT hiring would be welcome to provide input. John Greacen and his fellow consultants are also reviewing this job description.

   6. Scott Haverfield discussed the scanning survey. Scott was surprised with the broad range of scanning software being used across the state. The majority of documents are being scanned in either a TIFF or a PDF image. Scott will convene a workgroup and will figure out where to go from here.

   7. Ernie Sego defined the issue the following way: You have two different types of documents: internally created documents and those coming in over the counter. Ernie stated that Idaho's summary of scanning screams out that everyone has gone in every direction. This is a difficult environment to support and to create a standardized e-filing environment. Ernie stated that the current environment will be brutal if not impossible to bring the state under the same umbrella if everyone stays with the document imaging systems they currently have.

   8. Ernie stated that JSI has created a fully integrated document management system in Montana and Kansas. In these states, the documents are imbedded in the system. The key to these states was

that they both stated that they were going to standardize on one core system and one way of indexing with a consistent security infrastructure.

    a) Steve Kenyon reported that Idaho's appellate courts (who are using Full-Court Appellate) have the documents embedded in the ROA and that has been very helpful.

    b) Ernie also stated that one standard system can make the next step (public access) possible.

    c) Whatever solution Idaho comes up, we must be able to tell JSI how to uniquely identify what case each document belongs to.

9. Steve Corn stated that JSI can store any type of document; video, audio, pdf, tiff, but that indexing is the critical component; without proper indexing the system will fail.

10. John Greacen asked three questions:

    a) Idaho has a number of counties indexing cases but no separate indicator of the type of document or filing event, and the result could be a lump of undifferentiated documents. How are we going to address this?

    b) What format do we need? Scott and the committee should ask JSI to provide us with their ideal document format and indexing process and the committee can begin to work from there.

    c) What about counties that are already scanning? Should the committee urge counties to convert to a standard process now or wait for enterprise to be the standard process?

11. Ernie stated that Kansas and Montana have the same document management system as ISTARS and FullCourt (this system is available on both systems but Idaho does not have this piece).

12. Steve Corn identified the four things any indexing process must have.

    a) Case number, docket date, title of document, and ROA code (Tessa later stated that the ROA code is not required but nice to have).

13. Burt Butler stated that we're facing a pretty clear decision; either we try to convert all documents now or do we decide that we'll start on day one of Enterprise and go from there.

14. How long would it take to do the imaging conversion? Burt Butler reminded everyone that we have 26 or 27 different counties with different processes, his gut feeling was that we should not try to convert everyone's images over but begin on day one (with document management) and move forward.

15. Ernie stated that from a technological perspective the document conversion process won't slow the process down much if the proper filters are there. There is much more effort that will go into the data conversion than the document conversion.

    a) Scott stated that it didn't really matter, we have two standards we need to work with and we have plenty of testing to do.

16. John Greacen stated to not convert the data does not diminish the utility as it exists today. Everything from day one forward will be linked to the ROA.

17. Steve Corn discussed OCR capabilities (Optical Character Recognition). What OCR can do is take a PDF document which is essentially a picture of a document and read the document and index the words – thus creating a searchable electronic image.
    a) Steve stated that OCR is built into Enterprise.   You can image one document at a time or multiple documents with a bar code separator.

18. Janica presented the "Proposal to Appoint a FullCourt Enterprise (FCE) Design and Implementation Team." The draft of the plan with the mission and proposed membership are included on page 23 of the Committee minutes.

19. Chief Justice Burdick talked about the need to always keep our communication strategies updated. We need to have the judges get on board with this system. We should develop speaking points for those who are speaking to key groups or individuals. Please coordinate planned communications with the AOC.
    a) Patti Tobias mentioned key opportunities for communications coming up.
        i.   September 24 – 26 Judicial Conference.
        ii. IICM - meetings with deputy court clerks
        iii. Patti will be meeting with Dan Chadwick / Counties
        iv. Criminal Justice commission
        v.   Also planning meetings with key legislators.

II FullCourt Enterprise demonstration –
Ernie Sego, Tessa Rye and Steve Corn, Justice Systems Inc. Ernie, Tessa and Steve gave a high level summary of the functionality of JSI's FullCourt Enterprise web based system.

1. JSI Enterprise system – *new and improved future ISTARS will be called Enterprise.* John Greacen asked that we call the new system Enterprise, not ISTARS, so as to not cause confusion.
2. Ernie used an analogy of a bus to describe how Enterprise exchanges data between databases. Some data gets on at one point and leaves the database at another point. The key to this exchange of data is that any change to either database can crash the system. There are several established standardized data formats such as the National Information Exchange Model (N.I.E.M.).
3. Tessa reported that they have spent the last 6-7 years developing Enterprise. They have taken the best practices from FullCourt and incorporated these practices into Enterprise.   As we move forward we need to be asking the questions of why are we doing certain things, is it because of statute, rule or just because that's the way we've always done it. Moving forward we are going to have to question many of our processes and procedures.
    a. Some parts of FullCourt that worked well were incorporated into Enterprise, examples: bonds, and party search.
    b. The demo was not Idaho specific but was meant to provide a glimpse of some of the features of JSI's Enterprise system.
4. Enterprise is a web based system.
    a. Instead of toggling between windows users will have a "bread crumb trail" to follow.

i. The bread crumb trail is a feature allowing the users to go back to the prior screens to view where they had been in the system. This will allow the user to click on their past to go to where they had been.

5. Basics of FullCourt Enterprise.
    a. Standard features (*menu bars across the top are general actions; menu bars down the left side are case specific information*).
        i. Searches by case number or citation, case initiation, batch processing, overdue actions, accounting, scheduling, probation / supervision, imaging, reports and administration.
    b. One big change from FullCourt is security. Groups are now roles, which will allow field level security. Now you don't have to just give people access to case types, you can go down to the field level which will give people security access to any field in the system, so the same page could have ten different fields, thus you can set security filters for each field.
        i. This system can be accessed by anyone at any computer in the world (even Paris, Idaho). But – this is based on the Court's firewall settings.
        ii. You can allow people to see everything on a screen but not update anything or even allow them to see four fields and update one on the same screen.
    c. Tessa stated that in ISTARS security was at the screen level only. In Enterprise, security can be set to the field level.
        i. Ernie Sego stated that if we're going to open this system to the public we're going to have to lock it down to the field level.
        ii. One thing that won't convert from FullCourt to Enterprise is the security features because they were set before to the screen level not the field level. Thus setting new field level security will take some work for the transition team.
        iii. John Greacen asked if they could set security parameters outside the judicial branch so that you could have a public defender role, a prosecutor role and define access based on these roles, which Tessa answered in the affirmative.
        iv. Ernie stated that there can be a uniform public role. Anyone in a special role will be through a sign in process. You have view only licensing for certain people outside the court. You have to have real granular security when you go to a web based system.
    d. Attorney level security
        i. They will have a sign on based on their bar number (which will be a part of their sign on).
        ii. Tessa said that on sealed cases the attorneys involved can have access to that sealed case because the system knows that they are an attorney of record and because they have been verified they can see information within the sealed case.
    e. Email Features
        i. Email notices will be available for any action in the system.
            1. Those parties who are parties to the case (or anyone interested in the case) can receive notice of any action in the ROA via email notices.

2. Judge Huskey asked if you can populate the actions in a document to be included in the email. Yes.

    f. Party Features
       i. All information about the party will be available.
          1. All case information is available in the top half of the party screens and all information related to the party is in the lower half of the screen.
       ii. Party detail
          1. Judge Day asked if the party detail information is going to be available in civil cases as well. If this information is collected it will be available. Currently there is no identifier with civil cases to match the party to the database.
          2. Merge/ reassign – allows you to merge two parties into one and create aliases.
          3. Address - the system will allow users to see all old street and email addresses and which one is the current good address.

    g. Hot Keys
       i. More options for hot keys are available to allow the clerks to navigate faster.
    h. Thumbtacks
       i. Allows you to know who entered any information in the system and when.

6. Criminal specifics
    a. You can identify the charging document that went with the charge.
    b. You can keep track of the lead charge and citation information.
    c. Modified pleas and dispositions.
       i. You can track any modified sentences.
       ii. Probation revocation as an example:
          1. At any time you can track any changes to probation terms.
          2. The case history report would show original sentence and any modifications.

7. Civil specifics
    a. Very similar to criminal.
    b. You can track multiple litigants - witnesses, interested parties, etc.,
    c. You can define parties based on case roles.
       i. You can identify the role of parties based on case types. Example, petitioner v. respondent. The committee will have to decide what case types will be needed and which roles should be established.
       ii. Judge Day asked about unusual case type roles, like a witness will file a motion to quash a subpoena - how will this work? Tessa stated that this will be through the table setup.
       iii. Chief Justice Burdick asked whether party information will be entered by the attorney establishing the case or by the clerks processing the filings. Currently, it

will be the clerk processing the information, but with electronic case filing it will be the parties that establish and input the party information.

  d. Judgment and order summary-
    i. Enterprise will allow for more clear definition of judgments, i.e., in favor of plaintiff A against defendant B.
    ii. Allows flexibility to enter orders on the system exactly as they read, rather than trying to make the order fit a standard judgment screen.
      1. Example protection orders.
        a. Select conditions that will use merge codes to generate orders.
  e. Indexing (image) the documents to the ROA.
  f. Overdue processing – Dianna wanted money due on overdue processing; it's not a part of the system yet.

8. Filing a civil action
  a. Tessa walked the committee through a civil filing.
  b. John Greacen asked the committee to think ahead to efiling – the attorney will need to know what the filing fee is – this system will allow easy access (filing fees) which will use cite pay to actually pay the filing fee simultaneously with filing.
    i. Ernie Sego stated that this system is set up to anticipate electronic filing.
    ii. The efiling component is on hold till Enterprise is up and running.
  c. You can use long case titles (all parties) or a shortened case title.
    i. Import from other jurisdictions, examples, citations which can populate fields electronically.
    ii. Post filing fees and processing receipts.

9. Data imports / exports
  a. Electronic citations can be imported into the system with statute/ fine verifications.
  b. Batch imports.
  c. Reports for all imports.
  d. Data can be exported to probations departments.
    i. Probation departments can define what their case types need to be.
      1. Each case type can have its own sub-type
  e. Kerry Hong discussed integration of systems and the data from such systems, such as LSI.
    i. We have many different probation case management systems being used in the state. It would be nice to be able to offer one system that meets 90 % of the needs of everyone.
    ii. Ernie told the committee to picture this as an information dashboard, which can be different for judges or a probation supervisor.

10. Case numbers
  a. Will be table driven so the state can identify a common case numbering scheme. State will control the numbers.

11. Reports
    a. Ad hoc reports and queries can be based on whatever the state needs.
    b. Burt Butler asked about whether we will use the same process to request data, such as calling JSI and asking them to run a report.
    c. What business intelligence reporting tools will Idaho choose?
    d. Kerry Hong discussed the need to build one system that would contain 98% of all information.
    e. Drag and drop functionality for ad hoc reporting is not in this release of Enterprise but will be in a future release.
    f. Judge Huskey asked about queries in Enterprise
        i. JSI will provide a data dictionary when Enterprise is released.
        ii. Ernie discussed common user ad hoc reports.
        iii. Patti stated that the committee will have to do initial gap analysis between the current functionality and the functionality of FullCourt Enterprise.
            1. Many counties have functionality outside of ISTARS – and now Enterprise has functionality that we haven't had in the past as far as a statewide court management system.
            2. There has been no discussion regarding whether we want to move towards the use of Enterprise for things like juvenile probation. Do we want to incorporate new functionality into Enterprise – almost a reverse gap analysis.
            3. John Greacen –in New Mexico they gave every court Crystal Reports and training on the use of this tool. The result was utter chaos. Different courts generated reports that on their face were asking to produce the same information but because they used slightly different logic when they ran the report it created great discrepancies.
                a. Ernie reported that a business intelligence application which will be in the next generation Enterprise.
12. Universal Master Identification
    a. Can have one universal master identification number.
    b. Can link criminal and civil / pretrial case information together, one number for each person.
        i. Jails could use the numbers.
        ii. Prosecutors systems can use the same number.
        iii. Master number for all systems to make sure we're all talking about the same person.
    c. John Greacen stated that the process of coming to one universal master identification number can be tricky; everyone believes in the universal ID number, just use mine.

13. Scheduling / courtroom processing
    a. JSI completely rebuilt the scheduling module.

      i.   When users define a docket time they can establish maximum time slots so that you can't overbook for that docket time. For example, you can set the docket to accept 30 pre-trial conferences. Once you've booked 30 pre-trials it won't accept any more hearing requests for that time.

          1.   You can set up the calendar based on individual judge schedules or the schedules of police officers, prosecutors or public defenders.

          2.   When the clerk is searching for the next available court date the system can search the schedules of the judge, attorneys, police officer or other parties to see when the next available date is.

          3.   Enterprise is finishing an import for office schedules.

          4.   Time blocks can be set for up to three years in advance.

b. Courtroom processing

      i.   Judges can add notes from the bench to the system to tie into the record (that will be viewable only by that judge).

     ii.   Will be able to tell who has checked in for court and who hasn't

    iii.   Law clerks could attach analysis to the case for the judge to use on the bench.

    iv.   Hotkeys will use the same functionality as ISTARS but with many new hotkeys for clerks to use.

     v.   Allow courtroom clerks to dispose of more than one case in a single transaction

    vi.   History buttons allow court clerk or judge to view information about the person without leaving the courtroom processing page

   vii.   Automatic events will speed up processing.

          1.   Enterprise will allow the state to set up automatic events that will trigger based on something like a particular ROA entry.

              a.   For example, once someone has entered a not guilty plea the clerk can use the not guilty trans code in the ROA which will then automatically add other ROA entries, like setting a pre-trial hearing or jury trial.

  viii.   Plea negotiations page – the judge can see the entire history of the plea negotiations process.

c. Payment plans

      i.   You can have one payment plan for multiple cases.

          1.   Can calculate entire payment plan based on minimum payments or allow judge to state date that the balance is due.

          2.   Can also adjust to modifications on payments.

          3.   Has installment page showing complete history of payments made.

          4.   This payment process works with Courtpay so that the system knows the payment due on the plan.

d. Failure to pay / failure to appear
   i. You can have a FTA that doesn't collide with the FTP.
   ii. Will show which cases are in collections – will have a flag showing collections cases.
   iii. Patti commented on how our national experts have commented that Idaho is far too inconsistent with collections practices, we really need to look at adopting some uniform collections practices.
      1. What will be the role of the courts?
      2. What would be the role of the probation officer?
   iv. Overdue processing
      1. Will be able to accept imported files from collections agencies.
      2. Will not be able to convert this data – will convert to show the history but all overdue processing will have to be from implementation date forward.
      3. Clerks could have multiple options for those in default.
      4. Ernie stated that in the future Courtpay, FullCourt, and collections agencies could share data.

14. Probation / drug court
   a. Everything in Idaho's drug court module is in Enterprise.
      i. Enterprise keeps history of participants in system.
      ii. Can assign available probation officers based on their cases.
         1. Reminders for probation officers. Can also show when condition should be completed and when it was completed.
      iii. Drug use history can be tracked.
         1. LSI information once entered can generate a work flow.
15. Productivity of staff.
   a. Diana Meyer asked for productivity reports to review and analyze the productivity of staff.
      i. Not available

III. Other discussions.

1. Workflow (Comments by John Greacen)
   a. John stated that Tom Clark and his group have estimated that 75% of the clerical work in a court can be done through automated work processes.
      i. Much of what Tom refers to as workflow is already incorporated in Enterprise. Example – automatic actions based on merge codes that automatically populates fields.
      ii. What about the email function of Enterprise – this wasn't covered in the demo but it's already in the system.
      iii. John reminded that much of this process is driven by user engines that are set by the users themselves.

b. One piece that doesn't exist in Enterprise as of yet would be transferability.
  i. Movement from computer screen to computer screen.
    1. Example, at the appellate court Judge Melanson wants to assign an opinion to a law clerk to work on a particular issue. In work flow environment Judge Melanson should be able to click on that case and have an option to send to law clerk for analysis.
    2. This then shows up in the law clerk's work inbox.
    3. Managers can see the size of employees work inbox and see volume of assigned work.
  ii. This workflow process was identified by John as something that is missing from Enterprise.
  iii. Ernie stated that if this committee wants to get involved in this workflow management process, JSI could integrate a workflow process into Enterprise by finding a workflow process software and then embed this into Enterprise.
  iv. Tessa stated that they will show the beginnings of the dashboard and the queue at the user conference in September.
c. John's recommendation would be to implement Enterprise and then analyze the process and how it's being used by the users, then implement some kind of workflow.
  i. Steve Kenyon stated that in his experience it would be best to wait for users to get used to the process and then begin redesigning the workflow process.
  ii. Judge Huskey asked if this program has all these innovations can we have people work themselves out of a job?
  iii. Patti Tobias stated that the Idaho Court staff is stretched so thin that this might permit us to deliver at the quality level and keep up with increasing caseloads.
    1. No one anticipates any workload reductions but rather would see other opportunities for quality service.
    2. We need to message this very carefully.
  iv. Ron Kerl stated that we should be prepared to be asked the questions from county commissioners and legislators regarding how we can reduce expenditures based on this upgrade and efficiency in the system.
    1. Patti responded that there will not be a direct tradeoff between county staff efficiencies and state budget issues.
  v. Diane stated that any time savings from this system will be reallocated to other needs across the system.
  vi. Kerry Hong asked what other states have done when they have gone to electronic document world, have other states seen reduction in work forces? Changing schedules, redirection of services?
    1. John Greacen stated no. He did a study for the Federal Immigration Service about the consequence of moving from paper documents to electronic documents / scanning. They found they needed more staff during the implementation phase but that it later washed out.

        a. John reminded us that we need to accumulate staff capital so that we can invest in the next phase that is coming up, electronic filing.

        b. These staff savings will be able to reinvest in efiling. We can use this same capital in future steps.

      vii. Scott Haverfield stated that E-Citations was a perfect example of reallocation of human capital.

   d. With the capacity of Enterprise to track large amounts of data some clerks might be asking why we have to enter more data than before. The committee needs to plan for these questions.

2. Smart forms

   a. John Greacen explained to the committee the large amounts of data that will be captured by this system, many of which will be through smart forms.

     i. Will we store all of this data in the case management system? The problem with the smart forms is that we might have to go to JSI for each smart form needed.

     ii. Should we have Julie create the smart forms?

        1. If that's the case John warned about the problem that our efforts to create smart forms could cause problems with the rest of the system.

        2. Ernie warned about the possibility that bad indexing is worse than no indexing (relating to smart forms).

   b. John suggested a possible approach like law branch international:

     i. Use something similar to our hotdocs as developed by Judge Dennard (a document assembly program).

        a. Somewhat like turbo tax. The application puts the data into the right forms.

   c. Judge Wildman discussed a menu driven questionnaire used in the Coeur d' Alene adjudication. Let the parties do the work (entering the data).

     i. Judge Huskey stated the need for standardized judgment forms statewide. (Patti suggested that Judges Wildman and Huskey could lead the way with this issue.)

     ii. Judge Day cautioned the committee not to underestimate how hard this process is. As the Chair of the Standard Forms committee he testified as to the monumental difficulty it takes to get standardized forms.

        1. Justice Eismann stated that one great byproduct of this process will be to reform and standardize the forms.

        2. John Greacen told the committee that we understand the benefits of smart forms but we don't know how to store it and an appropriate process to incrementally add new forms.

3. John Greacen discussed centralized servers.
   a. ISTARS operates on 44 separate servers that on a nightly basis exchange data with Boise.
   b. Enterprise is not designed to run in this fashion.
   c. Ernie discussed what it means not to be centralized.
      i. If you lose one of the 44 servers you're only down in that particular county.
      ii. Enterprise will house 44 schemas of court information in one database. Kristina Glascock asked what happens when that database goes down?
      iii. Ernie stated that if you're down the entire state is down unless you build redundancy in the system.
         1. We must have redundancy built into the system. It would take both systems coming down hard to take the entire system down.
   d. With a single database the following are a possibility.
      i. Payment sharing.
         1. You could make a payment in Bannock County on an Ada County case.
         2. You could post bond in a Kootenai County case in Twin Falls.
         3. Defendant could bond out by going to Courtpay at the jail and use his credit card to bond himself out.
   e. Diana Meyer asked about a query on Bob Jones – will this be a county only query or a statewide query? Depending on how this is set up it could be either locally or statewide.
   f. Cindy Haney asked what would be the best approach for the rollout? All at once or county by county. Ernie suggested that we go county by county.
4. John Greacen then asked Scott to discuss the issues of the size of our "statewide pipe."
   a. Scott reported that they are utilizing the ITD network and introducing a second network using a private cloud.
   b. Additional network will come from homeland security which could provide the redundant connection which should assure 99% connection time.
      i. Scott clarified that 99% uptime would be from courthouses. Not able to make the same promises for home access.
   c. Chris Rich asked whether ITD's network is big enough? He gave the example of the Secretary of State's database through ITD, this slows down the day before elections.
   d. Ernie then stated that we should centralize the jury system as well. Roughly one third of the state is using the jury system.
   e. Ernie asked that we consider where we keep the images? Centralized or at the county level?

III. Strategic Planning – John Greacen

1. Chief Justice Burdick asked about first draft the business process as provided by John and Tom on page 25 of today's meeting materials.

    a. Patti talked about what will be the most effective business practice statewide . We can't keep being Mr. Nice Guy; we have to adopt a consistent business process.
    b. John stated that the purpose of this document was to draw our focus into using technology to make the work easier and more efficient.
    c. John will get back to Tom and then will get back with this committee regarding the next steps. Patti discussed the need to move the November meeting from election day to November 14, 2012.
    d. August 9th meeting date is cancelled.
    e. Judge Wood gave a quick report on developing uniform business practices with filing and processing criminal cases.
        i. What is a case?
        ii. Few examples of multiple charges and multiple defendants in the same case.
        iii. What ends up in a case when there are multiple counts – are they in one case or more? Especially where there are different jurisdiction, such as city and county violations.
        iv. Judge Day asked that we take up the same process in the family law area. It was noted, but the committee has decided

2. Other agenda items for September 7, 2012 meeting date

    a. Efiling – move Efiling agenda item from today's meeting to the September 7th meeting.
    b. Strategic planning
    c. Update on two projects we began talking about today
        a. Scanning
        b. Imaging
    d. Judge Wood will report on the uniform business practices.
    e. Projected pricing, timeframes and agreement. Ernie has provided his initial thinking and we will need to have a recommendation to consider strategies for legislative requests. This needs to be done before September 7th.
    f. Staffing update – incorporating comments on CIO position as well other staffing needs.
    g. Communications strategy – who have we talked with and needed communications and outreach efforts.
    h. Update from design and implementation committee.